



**DEPARTMENT OF THE NAVY**

**OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20350-1000**

**MAR 05 2004**

**From: Secretary of the Navy**  
**To: President, FY-05 Naval Reserve Lieutenant Commander  
Medical Corps Promotion Selection Board**  
**Subj: PRECEPT CONVENING FY-05 PROMOTION SELECTION BOARD TO  
CONSIDER OFFICERS IN THE MEDICAL CORPS ON THE RESERVE  
ACTIVE-STATUS LIST OF THE NAVY FOR PROMOTION TO THE  
PERMANENT GRADE OF LIEUTENANT COMMANDER**

**Encl: (1) Board's Membership**  
**(2) FY-05 Reserve Officer Promotion Selection Board  
Guidance**

**1. Membership, Date, Location, and Function**

a. The promotion selection board, consisting of you as president and the officers listed in enclosure (1), is ordered to convene at Navy Personnel Command, Millington, TN, at 0800, 8 March 2004, or as soon as practicable thereafter. The function of the board is to consider Reserve Active-Status List officers in the Medical Corps for promotion to the permanent grade of lieutenant commander. The records and names of all eligible officers, determined as of the date the board convenes, will be furnished to the board. The names of those officers who are above and in the promotion zone will be indicated, as appropriate.

b. The board shall proceed in accordance with the FY-05 Reserve Officer Promotion Selection Board Guidance, enclosure (2), and any other guidance contained in this letter.

**2. Authorized Selections.** The total number of officers who may be recommended in the competitive category shall be the number that most closely approximates the percentage set forth below of in-zone eligible officers determined as of the date the board convenes. The Chief of Naval Personnel shall determine the number of in-zone eligible officers on the convening date, calculate the number that may be recommended for promotion under the percentage set forth in the FY-05 Reserve Officer Grade Promotion Plan, and furnish the number to the board. The board may recommend up to the number provided by the Chief of Naval Personnel.

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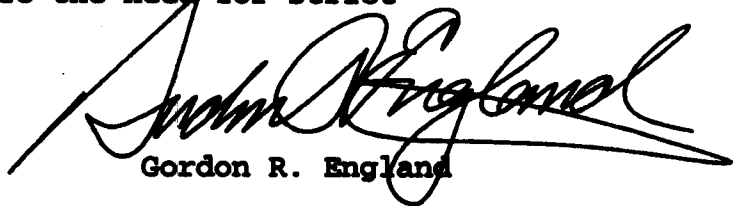
COMPETITIVE  
CATEGORY

PERCENT  
TO SELECT

Medical Corps

100

3. Unless expressly authorized or required by the President, Secretary of Defense, or myself, neither you nor any member of the board or administrative staff may disclose the proceedings, deliberations, or recommendations of the promotion selection or continuation selection boards. All board members and administrative staff must comply fully with these requirements, and I expect you to emphasize the need for strict confidentiality.



Gordon R. England